

Evaluation Factors/Instruction to Quoters

GARMENT SERVICES

RFQ-OH-04-00181

The Government intends to issue a single purchase order to the responsible offeror whose quote represents the best overall value to the government based on technical approach, education and training, past performance, and price. **PLEASE NOTE THAT AWARD MAY NOT NECESSARILY BE MADE TO THE LOWEST PRICE OFFEROR.** In accordance with 13.106-2(b)(2), the Government will conduct comparative evaluations of all offers in response to this requirement based on the following criteria:

- 1. TECHNICAL APPROACH:** Offeror shall provide a **detailed** technical approach outlining a plan for fulfilling each task identified in the Statement of Work.
- 2.. SAMPLE GARMENTS:** Offeror shall provide a sample of each type of garment specified in Attachment B to the following address no later than October 19, 2004:

Dorothy Branham
USEPA
2565 Plymouth Road
Ann Arbor, MI 48105

FAILURE TO PROVIDE SAMPLE GARMENTS SHALL RESULT IN YOUR QUOTE NOT BEING CONSIDERED FOR AWARD.

- 3. PAST PERFORMANCE:** Offeror shall demonstrate performance during the last three years on contracts and/or subcontracts which are similar in scope, to that which is anticipated in the statement of work. Offeror shall demonstrate this performance by:
1) Listing all contracts and/or subcontracts completed during the last three years, 2) Listing all contracts and/or subcontracts currently in process, and 3) Include the following information for each contract and subcontract listed:

- (a) Name of government agency/organization/company.
- (b) Brief description of contract or subcontract and relevance to this requirement.
- (c) Total contract value.
- (d) Period of performance.
- (e) Government Agency/Company point of contact, telephone number, and E-mail address (if available).

If no response is received from a reference, an attempt will be made: 1) to contact another reference identified by the offeror, 2) to contact a reference not identified by the offeror, or

3)to complete the evaluation with those references who responded. The Government will consider the information provided by the references, and may also consider information obtained from other sources, when evaluating an offeror's past performance. Attempts to obtain responses from references will generally not go beyond two telephonic messages and/or written requests. **All references identified by the offeror may not be contacted.**